

~~CONFIDENTIAL~~

3 January 1955

MEMORANDUM FOR: Executive Officer, Security Office
SUBJECT : Training (Monthly Report)

Following is monthly report on training of SO Personnel, current training and training completed in December 1954:

Clandestine Methods & Techniques. . . .to be completed in Jan. . 3
(29 Nov. 1954 - 14 Jan. 1955)

Clerical Refresher.completed in Dec. 5
(15 Nov. - 3 Dec. 1954)

Typing I. . . . 2
Typing II. . . . 1
Shorthand Intmed 2

Language

Internal - Language Lab. Facilities

(commenced various dates since Aug. 1952)

German.continuing. 3
Japanese. " 1

External (other than language) or language training

Naval Language School.to be completed in June '55. 1
(Russian)

George Washington Univ.to be completed in Jan '55. . 1
(Psychology)

Basic Management.completed in Dec. 1
(19 Nov. - 3 Dec. 1954)

Basic Supervision.completed in Dec. 2
(6 - 17 Dec. 1954)

Administrative Support.completed in Dec. 2
(22 Nov. - 17 Dec. 1954) now Operations Support

Reading Improvement.completed in Dec. 1
(8 Nov. - 23 Dec. 1954)

TSS Training.completed in Dec. 4
(2 and 3 Dec. 1954. . . . 1)
(29 Nov. - 15 Dec. 1954. 3)

SSD Training

Language - Phonograph Records (various dates since Jan. '53 continuing)

| <u>Field Offices</u> | <u>Hqtrs.</u> |
|----------------------|---------------------|
| German. 4 | French. 3 |
| Spanish. 5 | Japanese. 1 |
| French. 2 | German. 4 |
| Russian. 3 | Italian. 1 |
| Italian. 1 | Spanish. 1 |

SSD Special Agents Course. . . .to be completed in Jan. 15
(27 Dec. 1954 - 14 Jan. 1955)

SO Training

Security Officer Training. . completed in Dec. 2
(continuing on an individual basis
to meet departure schedules)
. . . to be completed at later date. . . 5

Total number of persons taking training in Dec. 71



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